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SECURITY INFORMATION

CONFIDENTIAL

11 July 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed OCD T/O

REFERENCES : Comptroller's memorandum to DD/A dated 3 June 1952.

The proposed T/O for OCD which was transmitted with the reference letter cited above.

1. The T/O cited in the above references covered all divisions of OCD with the exception of Biographic Register and part of Industrial Register, for which the T/O grade structure was to be submitted at a later date. This T/O grade structure has now been submitted and is attached hereto accompanied by correspondence and approvals by Organization and Methods Service and Classification and Wage Division.

2. Since the proposed T/O cited in the reference above was incomplete, the average salary for the entire proposed T/O (\$4,402) was a figure developed by projecting the rate of change in average salary of the divisions included in the proposed T/O submission against the average of the former T/O. It is now possible to complete the analysis and arrive at firm figures. The difference is very slight and results in a few changes in the figures of the memorandum of 3 June. The memorandum of 3 June as revised by new figures is hereby resubmitted in part below.

"2. A review of the proposed general grade structure indicates that, although some up-gradings have been requested, the distribution of additional positions compares favorably with that of the former T/O and the average salary by division varies only slightly. The proposed T/O provides an average salary of \$4,442 compared with that of \$4,435 or an increase of \$7 per position. For fiscal year 1953 the Budget Bureau allowed OCD an average salary of \$4,327 or \$115 less than that of the proposed T/O. An analysis of the current payroll of OCD (25 May to 21 June) reflects an annual average rate of \$4,264 which is \$63 less than that by the Budget Bureau and \$178 less than the proposed T/O. Although the proposed T/O average exceeds the Budget Bureau allowance, it appears that, in view of the current payroll average and the recruitment policy of many offices to fill positions below T/O level, the average salary of the proposed T/O will not be attained until late in fiscal year 1953 and the Budget Bureau allowance will not be exceeded.

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3. I have made a brief analysis of the budgetary history of OCD positions for fiscal year 1953 which follows:

	Pos.	A.E.	Amount	Aver. Sal.
CIA request.				
Budget Bureau allowance. . .				
Congressional submission . .				
Estimated cost of proposed T/O 1/				
Increase of T/O over Budget Bureau allowance Number				
Percentage of increase .				

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1/ Based on assumptions that ceiling [] will obtain throughout fiscal year 1953 and that on duty strength 30 June 1952 will be []

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In his letter of 29 December 1951 to DCI, the Director of the Budget Bureau established for fiscal year 1953 certain limitations within the overall CIA allowance among which is one for departmental personal services. Approval of the T/O increase for OCD of [] positions above that approved by the Budget Bureau will result in overexpenditure of the Budget Bureau limitation by []. It is, therefore, recommended that a request be made of the Budget Bureau for adjustment of the limitation to provide sufficient funds for financing those additional positions if it appears that the Budget Bureau limitation on departmental personal services costs, exclusive of OPC, may be exceeded based on a review of allotment requirements for the fiscal year 1953.

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4. Attached for your information is a comparative summary analysis of number of positions and average salary of current and proposed T/O by division.

[]

E. R. SAUNDERS
Comptroller

FOIAB3B

Attachment

*Verbal approval from
APR 1952, not
summary to send them to
sal. [] 7/28/52*

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